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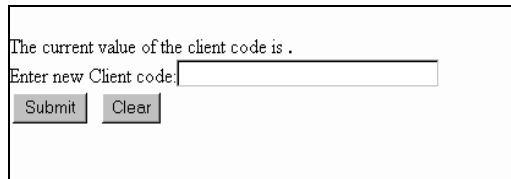
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Change Your Client Code

Allows entry of a new client code, used for reporting charges made to the current PACER account.

STEP 1 Select **Utilities** from the Main Menu, click on **Change Your Client Code** hypertext link from the *Your Account* menu.



The current value of the client code is .

Enter new Client code:

- ◆ System will display current value of the client code if you used a client code upon logging into PACER
- ◆ Enter a client code

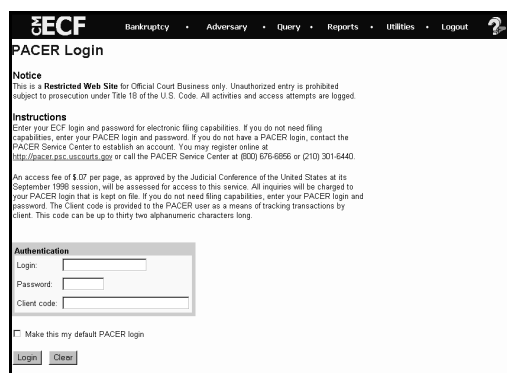
STEP 2 Click on **Submit** to continue or **Clear** to reset

STEP 3 System will display the new value of the client code, to continue click on Main Menu option of your choice

Change Your PACER Account

Displays the login screen to allow entry of a different PACER account. The new account can be designated as the default PACER login.

STEP 1 Select **Utilities** from the Main Menu, click on **Change Your PACER Account** hypertext link from the *Your Account* menu. PACER Login screen appears.



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.uscourts.gov> or call the PACER Service Center at (800) 676-6866 or (210) 301-6440.

An access fee of \$ 07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

- ♦ Enter PACER login, password and client code, if applicable
- ♦ Click box to make this login your default PACER login

STEP 2 Click on **Login** to continue or **Clear** to reset

Maintain Your ECF Account

This function allows you to update your personal information and instructions about email notification.

STEP 1 Select **Utilities** from the Main Menu, click on **Maintain Your ECF Account** hypertext link from the *Your Account* menu. The Maintain User Account screen appears:

STEP 2 Make appropriate changes or additions to your name, address, telephone number and/or fax number.

- ♦ **Email information...** button allows you to specify how you want to be notified of CM/ECF filings and the email address at which you want to receive notification, see Step 3
- ♦ **More user information...** button allows you to change your login name or password, see Step 4
- ♦ Click on **Submit** button upon completing all changes/additions
- ♦ Click on **Clear** button to clear changes you may have made

STEP 3 Upon clicking **Email information** button, the E-mail information for your account screen will appear.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

E-mail information for John M. Smith

Primary e-mail address

Send the notices specified below

☐ to my primary e-mail address

☒ to these additional addresses

☐ Send notices in cases in which I am involved

☒ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

- ◆ **Primary e-mail address** – specify the complete address
- ◆ **Send the notices specified below** – select one or both options
 - ◆ **to my primary e-mail address**
 - ◆ **to these additional addresses** and add additional email addresses in text box
- ◆ To receive notices for a case in which you are not involved, check the box for **Send notices in these additional cases** and key the case number(s) in the text box
- ◆ Select appropriate radio button to receive notice of electronic case filing for each case (**Send a notice for each filing**) or a summary report containing all cases (**Send a Daily Summary Report**)
- ◆ **Format notices** - select appropriate format
 - **html format for Netscape or ISP e-mail service**
 - **text format for cc:Mail, GroupWise, other e-mail service**
- ◆ Click on **Return to Account screen** to continue making changes to your account and/or to submit changes once completed
- ◆ Click on **Clear** button to clear changes you may have made

STEP 4 Upon clicking the **More user information** button, more information from your account will appear.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

More User Information for John M. Smith

Login <input type="text" value="johnsmith"/>	Last login 01-22-2001 10:18
Password <input type="text" value="password"/>	Current login 01-22-2001 10:18
Prid 1722	Create date 10/08/1998
Registered Y	Update date 05/15/2000

Groups Attorney

- ◆ **Login** – you may change your login

- ♦ **Password** – you may change your password. Note: When you type a new password, it is readable. Whenever this screen is displayed again, the password will be hidden.
- ♦ Click on **Return to Account screen** to continue making changes to your account and/or to submit changes once completed
- ♦ Click on **Clear** button to clear changes you may have made

STEP 5 After making appropriate changes/additions and clicking on **Submit** button, the system will display all cases you are involved in.

The screenshot shows the ECF system interface with a navigation bar at the top containing 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. The main heading is 'Searching for existing Attorney Records' with a sub-heading 'Select the cases to be updated'. A caution message states: 'CAUTION: If you modified name, SSN, Tax ID, or Bar ID on the previous screen, the new values will be recorded for ALL cases to which the person is linked. Modifications of other items will be recorded ONLY for those cases you select below. Click the question mark on the menu bar above for more information.' Below this is a list of cases under the heading 'Update All'. The cases are: 1967-31231-DOT Snoopy's Dog Kennel and Spa, 1999-06051 Purina Pet Products v. Gordon et al, 1999-06054-DOT, 1999-06058 Wachovia Mortgage Corp. v. Doe, 1999-08012-SSM NationsBank v. Walker, 1999-60011 Edwin B. Sheffield, 1999-60036 Scott Emerson and Regina Emerson, 1999-60036 Scott Emerson and Regina Emerson, and 1999-60038 Michael Shannon Werlick and Wendy Jean Werlick. At the bottom of the list are 'Submit' and 'Clear' buttons.

- ♦ **Update All** – default selection, click **Submit** button to have address information spread to all cases
- ♦ To have address update spread to specific cases but not all, hold down <Ctrl> key on keyboard while clicking on specific cases
- ♦ Click on **Submit** button to update your account
- ♦ Click **Clear** button to clear selection

STEP 6 After clicking submit button the system will display update information, to continue click on Main Menu option of your choice

The screenshot shows the ECF system interface with the same navigation bar. The main heading is 'Updating person record...' followed by 'Update Person Prd: 1722'. Below this, it says 'The update was successful... prd 1722 - John M. Smith'. Then it says 'Updating user record' followed by 'The user update was successful'. Below this, it says 'Updating aty record(389-1-2)...', 'Updating aty record(389-3-4)...', 'Updating aty record(395-4-5)...', 'Updating aty record(411-1-2)...', 'Updating aty record(296-9-21)...', 'Updating aty record(689-1-2)...', 'Updating aty record(689-3-4)...', and 'Updating aty record(620-1-2)'.

Review Billing History

Displays the number of CM/ECF pages accessed and charges incurred for the PACER account currently being used. If you enter client codes when you access CM/ECF, the charges are totaled for each code.

STEP 1 Select **Utilities** from the Main Menu, click on **Review Billing History** hypertext link from the *Your Account* menu.



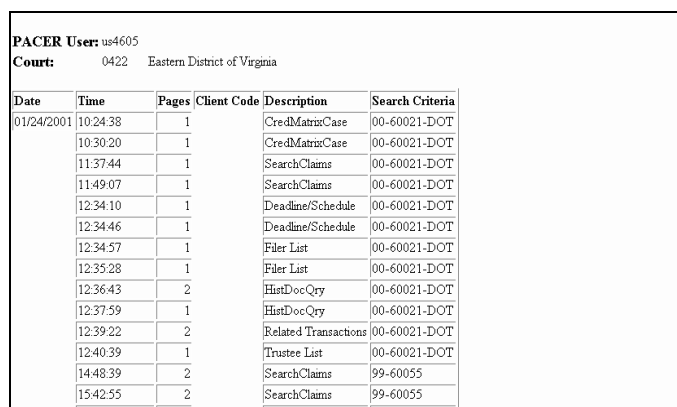
The screenshot shows the ECF Review Billing History form. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the title "Review Billing History" is displayed. The form contains two date input fields labeled "Transactions dated:" with the values "01/01/2001" and "01/22/2001" separated by a "to" label. Below the date fields is a "Sort:" label followed by a dropdown menu currently set to "Date". At the bottom of the form are two buttons: "Submit" and "Clear".

STEP 2 **Transactions dated:** - enter a date range for the report to display

STEP 3 **Sort:** - click ▼ arrow to the right of the box to select how you would like the report to sort

- ◆ Date range
- ◆ Client code/Date

STEP 4 Click on **Submit** to continue or **Clear** to reset display criteria. Billing history will display.



The screenshot shows the PACER User Billing History table. At the top, it displays "PACER User: us4605" and "Court: 0422 Eastern District of Virginia". Below this is a table with the following columns: Date, Time, Pages, Client Code, Description, and Search Criteria. The table contains 18 rows of data, showing transactions from 01/24/2001 to 01/24/2001. The transactions include various actions such as CredMatrixCase, SearchClaims, Deadline/Schedule, Filer List, HistDocQry, and Related Transactions, each with associated page counts and search criteria.

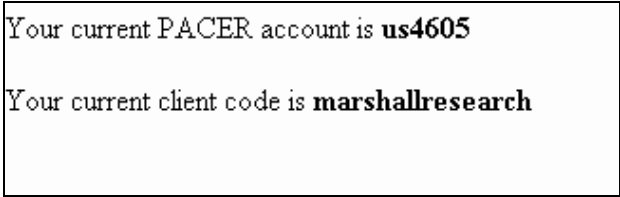
Date	Time	Pages	Client Code	Description	Search Criteria
01/24/2001	10:24:38	1		CredMatrixCase	00-60021-DOT
	10:30:20	1		CredMatrixCase	00-60021-DOT
	11:37:44	1		SearchClaims	00-60021-DOT
	11:49:07	1		SearchClaims	00-60021-DOT
	12:34:10	1		Deadline/Schedule	00-60021-DOT
	12:34:46	1		Deadline/Schedule	00-60021-DOT
	12:34:57	1		Filer List	00-60021-DOT
	12:35:28	1		Filer List	00-60021-DOT
	12:36:43	2		HistDocQry	00-60021-DOT
	12:37:59	1		HistDocQry	00-60021-DOT
	12:39:22	2		Related Transactions	00-60021-DOT
	12:40:39	1		Trustee List	00-60021-DOT
	14:48:39	2		SearchClaims	99-60055
	15:42:55	2		SearchClaims	99-60055

- ◆ Click **Back** to return to the Utilities main menu or you may click on Main Menu option of your choice

View PACER Account Information

Displays the current PACER login and client code, if applicable.

- STEP 1** Select **Utilities** from the Main Menu, click on **View PACER Account Information** hypertext link from the *Your Account* menu. System displays the account information and client code, if applicable, used to log into PACER, to continue click on Main Menu option of your choice

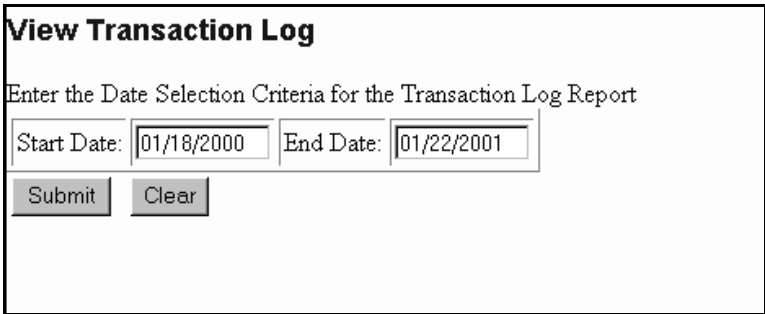


Your current PACER account is **us4605**
Your current client code is **marshallresearch**

View Your Transaction Log

Displays details of all transactions (docketing) that the current user has entered into CM/ECF for a specified time period.

- STEP 1** Select **Utilities** from the Main Menu, click on **View Your Transaction Log** hypertext link from the *Your Account* menu. View Transaction Log screen appears. Click in the dialog boxes of **Start Date:** and **End Date:** and type the dates of report you want displayed.



View Transaction Log

Enter the Date Selection Criteria for the Transaction Log Report

Start Date: End Date:

STEP 2 Click on **Submit** after completing date selection or **Clear** to reset search criteria. The Transaction Log screen appears.

Transaction Log			
Report Period: 01/18/2000 - 01/22/2001			
Case			
Text			
Id Date Case Number			
18789 01/18/2000 14:30:45 99-60059 Insert claim no. 7 in claims table			
18798 01/18/2000 14:47:22 99-60059 Creditor matrix load: 1 creditors loaded.			
18859 01/20/2000 11:48:19 00-60006 Opened New BK Case 00-60006			
18865 01/20/2000 12:02:49 00-60006 Voluntary Petition Under Chapter 13 filed by Sandra Heagle of Dewey, Cheatham and Howe, PC on behalf of Jeffrey E. Vilmes (Heagle, Sandra)			
19038 01/28/2000 15:19:48 00-8006 Opened New AP Case 00-8006			
19046 01/28/2000 16:11:53 00-8003 Complaint against Janice Walker filed by Sandra Heagle of Dewey, Cheatham and Howe, PC on behalf of Rust Bank (Heagle, Sandra)			
19895 02/18/2000 16:35:24 00-6001 Motion to Intervene filed by Sandra Heagle of Dewey, Cheatham and Howe, PC on behalf of John P. Doe (Heagle, Sandra)			
19896 02/18/2000 16:38:10 00-60021 Application to Employ Barry Strickland as Accountant filed by Sandra Heagle of Dewey, Cheatham and Howe, PC on behalf of J. Stephen Busi (Heagle, Sandra)			
19897 02/18/2000 16:40:30 00-60021 Application for Compensation filed by Sandra Heagle of Dewey, Cheatham and Howe, PC on behalf of Barry Strickland (Heagle, Sandra)			
19898 02/18/2000 16:39:29 Insert person record prid=4057			
19899 02/18/2000 16:48:24 00-60021 Motion to Withdraw as counsel of record for this case filed by Sandra Heagle of Dewey, Cheatham and Howe, PC on behalf of Sandra Heagle (Heagle, Sandra)			
19900 02/18/2000 16:45:47 Insert person record prid=4058			
20829 03/15/2000 10:21:27 00-60024 Application to Employ Sandra Heagle as Counsel for the Trustee filed by Sandra Heagle of Dewey, Cheatham and Howe, PC on behalf of S. Marshall Heagle (Heagle, Sandra)			
21031 03/23/2000 11:12:11 67-31231 Trustee Report of No Distribution. Trustee of this estate reports and certifies that the trustee has performed the duties required of a trustee under 11 U.S.C. 704 and has concluded that there are no assets to administer for the benefit of creditors			

STEP 3 To print transaction log, click on **Print** from browser toolbar

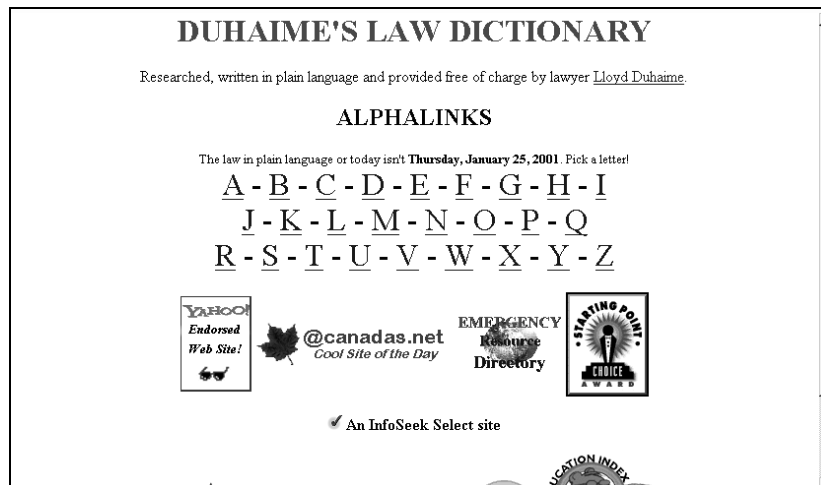
STEP 4 To continue, click Main Menu option of your choice

Legal Research... Law Dictionary

This option links to a Web site “researched, written in plain language and provided free of charge by lawyer Lloyd Duhaime”.

STEP 1 Select **Utilities** from the Main Menu, click on **Legal Research...** hypertext link from the *Miscellaneous* menu.

STEP 2 Select **Law Dictionary** from the *Legal Research...* main menu

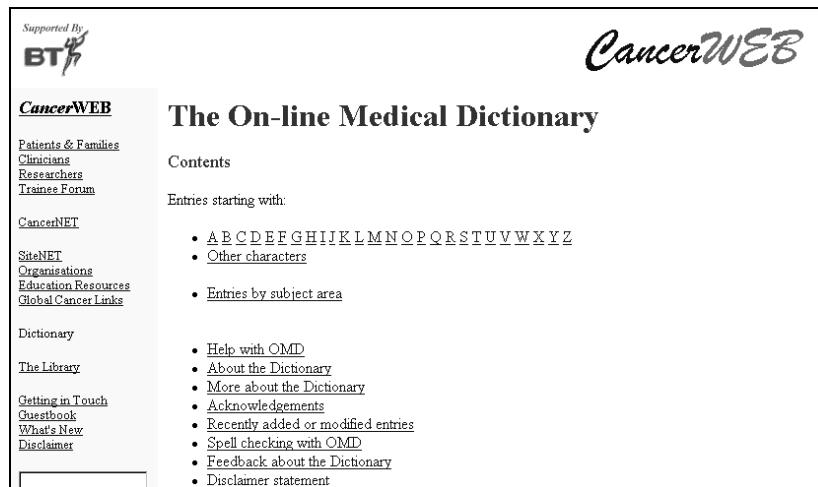


Legal Research... Medical Dictionary

This option links to the On-Line Medical Dictionary provided by the CancerWEB Project (sponsored by British Telecommunications).

STEP 1 Select **Utilities** from the Main Menu, click on **Legal Research...** hypertext link from the *Miscellaneous* menu.

STEP 2 Select **Medical Dictionary** from the *Legal Research...* main menu

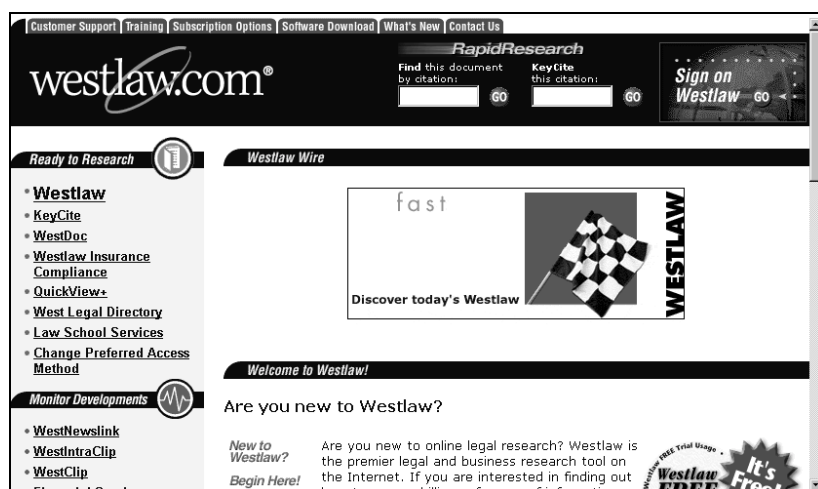


Legal Research... Westlaw via the Internet

This option links to Westlaw's commercial web site. A subscriber account is needed.

STEP 1 Select **Utilities** from the Main Menu, click on **Legal Research...** hypertext link from the *Miscellaneous* menu.

STEP 2 Select **Westlaw via the Internet** from the *Legal Research...* main menu

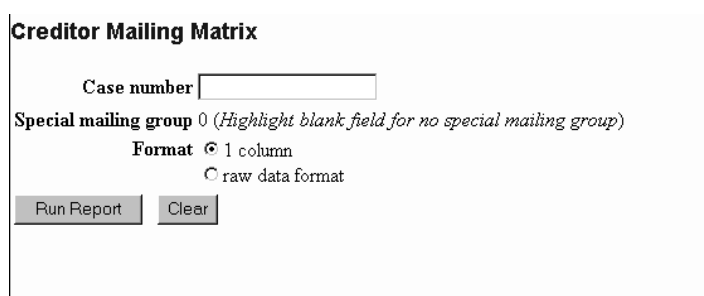


Mailings... Creditor Mailing Matrix

The *Creditor Mailing Matrix* report displays the list of creditors for a specific case. The list contains those creditors uploaded at case opening and may or may not include parties that have filed/docketed a pleading to the case. All creditors on this report were added through the Creditor Maintenance option of the system and used by the BNC (Bankruptcy Noticing Center) for Court generated notices.

STEP 1 Select **Utilities** from the Main Menu, click on **Mailings...** hypertext link from the *Miscellaneous* menu.

STEP 2 Select **Creditor Mailing Matrix** from the *Mailings...* main menu



The screenshot shows a web form titled "Creditor Mailing Matrix". It contains a text input field for "Case number", a "Special mailing group" dropdown menu with a hint "(Highlight blank field for no special mailing group)", and a "Format" section with two radio buttons: "1 column" (selected) and "raw data format". At the bottom are two buttons: "Run Report" and "Clear".

- ◆ Enter case number
- ◆ Click to select appropriate **Format** radio button
- ◆ Click on **Run Report** or **Clear** to reset search criteria

STEP 2 **Search Results** screen appears listing creditors for case specified

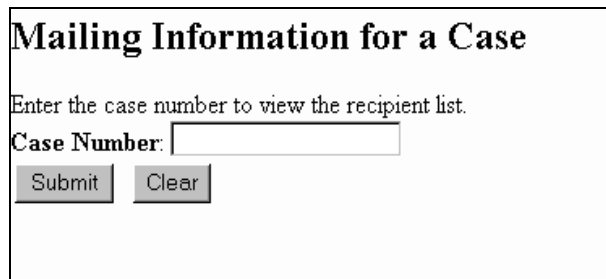
STEP 3 To print, click on **Print** button from browser toolbar

Mailings... Mailing Info for a Case

Displays a list of those who receive e-mail notices and those who require manual noticing for a specific case.

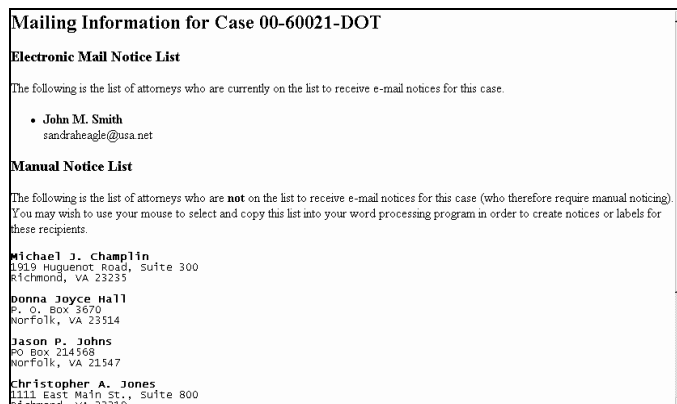
STEP 1 Select **Utilities** from the Main Menu, click on **Mailings...** hypertext link from the *Miscellaneous* menu.

STEP 2 Select **Mailing Info for a Case** from the *Mailings...* main menu



- ♦ **Case Number** – enter case number
- ♦ Click on **Submit** to continue or **Clear** to reset

STEP 3 **Mailing Information** screen for specified case appears



STEP 4 To print, click **Print** button on browser toolbar

Mailings... Mailing Labels by Case

Displays name/address data in label format for a specific case. Parties that appear on this report consists of both uploaded creditors from schedules AND parties who have filed a pleading in the case.

STEP 1 Select **Utilities** from the Main Menu, click on **Mailings...** hypertext link from the *Miscellaneous* menu.

STEP 2 Select **Mailing Labels by Case** from the *Mailings...* main menu. Mailing Labels by Case screen appears for you to specify what types of participants you want displayed.

Mailing Labels by Case

Case number

☒ **All** *Select ALL participants for case*

OR

Select any combination of the following

Participants	Special mailing group	Creditors
<input type="checkbox"/> 3rd Party Plaintiff	0	<input type="text" value="Creditor Committee Members"/>
<input type="checkbox"/> 3rd Pty Defendant		<input type="text" value="Creditors who have filed claims"/>
<input type="checkbox"/> Judge	<input type="checkbox"/> Attorneys	<input type="checkbox"/> Debtor's attorney(s)
<input type="checkbox"/> US Trustee	<input type="checkbox"/> Trustee	

Print format

- ♦ **Case number** – enter case number
- ♦ **All** – select all participants for case

OR select specific criteria

- ♦ **Participants** – select and click specific participant
- ♦ **Creditors**

[Note: To select two or more items from the above fields, press <Ctrl> button then click on each item to be included.]

- ♦ **Judge/Attorney/Debtor's attorney(s)/US Trustee/Trustee** – click in box to include one or more
- ♦ **Print format** – select and click print format from list

STEP 3 Click on **Next** to continue or **Clear** to reset

Verify a Document

Verifies that the electronic “signature” of a document is the same as when the document was filed. If it is different, the document has been altered.

STEP 1 Select **Utilities** from the Main Menu, click on **Verify a Document** hypertext link from the *Miscellaneous* menu. **Verify Document(s)** selection screen appears:

Verify Document(s)

Case Number

99-12345, 1-99-bk-12345 or 1-99-bk-12345

Specify the number of the docket entry containing the document to be verified.

Document Number:

- ◆ **Case Number** – enter case number
- ◆ **Document Number** – enter document number

STEP 3 Click on **Next** to continue or **Clear** to reset

STEP 4 **Verify Document(s)** screen appears displaying information regarding pdf document, to continue click on Main Menu option of your choice

Verify Document(s)

00-60021-DOT Robert E. Condon and Wachovia Mortgage Corp.

Date	#	Docket Text
02/18/2000	1	Application to Employ Barry Strickland as Accountant filed by Sandra Heagle of Dewey, Cheatham and Howe, PC on behalf of J. Stephen Buss. (Heagle, Sandra)

File size is 2590

Original Signature(s)

Document No: 6546
Document description: Main Document
Original filename: N:\ECF\PDFDocs\APPLICATION.pdf
Electronic document Stamp:
[STAMP VAEBStamp_ID=875559604 [Date=2/18/2000] [FileNumber=6546-0] [3c7be974a6b51578a4d4d5767410cb68a07159deed1c04849c53f73578375b82603420f38519f71bcc737c2e1886af585951174625c9dce8b73628de7b44f3c]]

Verified Signature(s)